

**ACCOUNTANT-AUDITOR (1164BR)
EXAMINATION NUMBER S0675A**

FREQUENTLY ASKED QUESTIONS (FAQs)

Where do I submit my application for this examination?

Applications are accepted **ONLINE ONLY**. You may access the online application by one of the following methods:

- 1) Click on the Accountant-Auditor job link and select **Apply to job**.
- 2) Visit the Department of Human Resources (DHR) website at <http://dhr.lacounty.info> and follow the steps below:
 - Select **Career Opportunities**
 - Select **HR Job Search**
 - Select **Job Search** (Non-County employees)
 - Select **Search Openings**
 - Enter the Exam Number (S0675A) or the Position Title (Accountant-Auditor) in the respective fields, then click the **"Search"** button
 - Select **Accountant-Auditor**
 - Select **Apply to Job** button.

Please ensure to read the entire job bulletin before submitting your application to ensure you meet the Minimum Requirements and that you provide all the necessary information/documentation to show that you qualify for this examination.

Why can't I locate the online filing application? I clicked on the Accountant-Auditor job link and I went to DHR's website, but I still can not locate the job bulletin to submit my application online.

The online application will be available on the first day the filing period opens. Please visit the website on or after **Wednesday, December 14th** and follow the instructions provided.

What is the closing date for this examination?

The filing period for this examination is open-continuous. Due to the high volume of applications anticipated for this examination, we may close filing for this examination at anytime without prior notice. Applicants are encouraged to submit their application as soon as possible.

I submitted an application for this examination earlier this year and participated in the examination interviews three (3) months ago. Am I eligible to submit and application for this examination?

Persons who have participated in the examination interviews within the past six (6) months need not reapply.

Do I qualify for this examination? If you answer “Yes” to all the following questions, you qualify for this examination.

Question 1: Have you earned or will you earn a **Bachelor’s degree** within six (6) months of submitting your application?

Question2: Have you completed or will you complete **twenty-one (21) semester units or thirty-two (32) quarter units in Accounting** within six (6) months of submitting your application?

Question 3: Have you completed or will you complete a **course in Audit** within six (6) months of submitting your application?

Do I need to submit official transcripts and a copy of my Bachelor’s degree with my application?

Yes, you **MUST** submit a *copy* of your official transcripts and a *copy* of your diploma with your application. You may upload the documents and submit with your application online or you may fax the required documents to (213) 947-4848 within five (5) business days of submitting your application online.

Acceptable Documentation:

Copy of Official Transcripts – You may submit a photocopy of your official transcripts provided by your university. A sealed transcript is acceptable but not required. Official transcripts must display the university seal and an authorized signature. Unofficial transcripts, i.e., internet print-outs, grade reports or graduation audits are not acceptable documentation.

Note: A copy of unofficial transcripts will be temporarily accepted, however, applicants will be placed on a “withhold status” pending receipt of the required official transcripts for a period of up to six (6) months from participating in the examination.

Bachelor’s degree - You may submit a photocopy of your college diploma or a graduation confirmation letter officially prepared and authorized by your university.

Can I submit an application for my son using my user profile?

No, please do not use your account to apply for another person. Each applicant **MUST** have their own user account.

Is my Social Security Number required in order for me to submit my application online?

All applicants **MUST** enter a valid Social Security Number at the time of filing. Entering anything other than a valid Social Security Number (i.e., 000-00-0000, 111-11-1111, etc) will result in an automatic rejection of your application.

I am experiencing technical difficulties creating a new profile, uploading attachments, saving my information or submitting my application. What do I do?

If you encounter any technical issues with the online application, please access the System Administrator information page for assistance. You will find the link for technical assistance on DHR's website at <http://dhr.lacounty.info>. Follow the steps below:

- Select Career Opportunities
- Select HR Job Search
- Select Job Search (Non-County employees)
- Select "For technical help, click here" link